

# TRIPURA GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
ELECTION DEPARTMENT**

No.F.2(20)-CEO/ESTT/07/3463

Dated, the Agartala 29th April, 2022.

## NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post/Grade of Head Clerk/ Accountant in the Department/Organization namely Election Department, Tripura.

**1. Short title commencement-**

- 1) These rules may be called Head Clerk/ Accountant of Election Department, Tripura Recruitment Rules 2021.
- 2) They shall come into force on and from the date of their publication in the official Gazette.

**2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.**

**3. Number, Classification and scale of pay:-**

The number of the said post, its classification and the scale of pay attached there to shall be as specified in rows 2 to 4 of the Schedule enclosed.

**4. Method of recruitment, age limit, qualifications, etc. :-**

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

**5. Disqualification :- No Person –**

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax :-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

**7. Repeal :-** The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

**8. Savings:-** Nothing in these rules shall be affect reservations, relaxation of age limit and other concessions to be provided for Scheduled Castes, Scheduled Tribes, Ex- servicemen and other special categories of persons on accordance with the orders issued by State Government from time to time in this regard.

**9. This Notification is issued as per provisions of the G.O.No.04 File No.20(3)-GA(P&T)/19 dated 7<sup>th</sup> November,2020 issued by the Government in the GA(P&T) Department.**

By order and in the name of the Governor

(Kiran Gitta)


Secretary & Chief Electoral Officer,  
Government of Tripura

## **SCHEDULE**

| 1.  | Name of the Post   | :- | Head Clerk/Accountant   |                            |                                     |   |   |
|---|--|----|---|----------------------------|-------------------------------------|---|---|
| 2.  | Number of posts  | :- | 5(five) posts plus additional post as and when created<br>1) Head Clerk-1 }<br>2) Accountant-4 }  |                            |                                     |   |   |
| 3.  | Classification   | :- | Group-C ( Non- Gazetted)  |                            |                                     |   |   |
| 4.  | Scale of pay   | :- | <table><tr><th>Pre- revised Scale of Pay.</th><th>Corresponding revised Scale of Pay.</th></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade – Pay – Rs.4200/-)</td><td>Cell -1 of <b>Level-10</b> of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)( First amendment Rules , 2018)</td></tr></table><br>Subject to revision by the Government from time to time.  | Pre- revised Scale of Pay. | Corresponding revised Scale of Pay. | PB-2, Pay Band Scale Rs.5700-24000/- Grade – Pay – Rs.4200/-) | Cell -1 of <b>Level-10</b> of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)( First amendment Rules , 2018) |
| Pre- revised Scale of Pay.                                    | Corresponding revised Scale of Pay.  |    |   |                            |                                     |   |   |
| PB-2, Pay Band Scale Rs.5700-24000/- Grade – Pay – Rs.4200/-) | Cell -1 of <b>Level-10</b> of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)( First amendment Rules , 2018)                        |    |   |                            |                                     |   |   |
| 5.  | Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods. | :- | (i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.<br><br>(ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.<br><br>(b) Interview /Viva voce shall be not exceeding 15% of the Total Marks<br>(c) Syllabus:- Enclosed at Annexure-I. (and as revised by the Government from time to time )   |                            |                                     |   |   |
| 6.  | Age limit for direct recruitment   | :- | 18 to 40 years, Upper age limit is relaxable by 5(five) years in case of <b>ST/SC/ PwDs(PH)/ Government servant candidates.</b>   |                            |                                     |   |   |
| 7.  | Educational and other qualification required for the direct recruitment  | :- | (i) <b>Graduate Degree from any recognised University.</b><br>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic computer knowledge.<br>(iii) For selection to Bengali Typist minimum speed should be 25(twenty-five) words in Bengali per minute on Computer with Key-board along with basic Computer knowledge.<br><br><b>“Desirable Qualification:- Knowledge of Bengali or Kokborok”</b><br>Note:- (i) The Knowledge of Bengali or Kokborok will be assessed in the interview /viva-cocce and some marks for interview/ viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.<br>(ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification. |                            |                                     |   |   |

|     |   |    |  |
|-----|---|----|--|
|     |   |    | <p><b>Note:-</b></p> <p>(a) Prescribed type test should be conducted on the Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(Six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) <b>Exemption for Persons with Disabilities:</b><br/>Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Government Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p> |
| 8.  | Whether age and educational qualification prescribed for direct recruitment will apply in case of promotion.                      | :- | <p>Age:- No.</p> <p>Qualification:- No.</p>  |
| 9.  | Whether Selection post or Non Selection Post  | :- | <p>For Direct recruitment : - Selection (as per Item No.5(ii) above)</p> <p>For Promotion :- Non – selection.</p>  |
| 10. | Period of probation, if any   | :- | 2 (two) years  |
| 11. | In case of recruitment by promotion / transfer on deputation, grades from which promotion / transfer on deputation is to be made. | :- | <p>From the post of UDC grade posts such as</p> <p>UDC/ UDC(Stamp)/ UDC(Record Keeping)/ UDC(Accounts)/ UDC(Statistics) UDC- cum- Cashier with at least 5(five) years experience in the grade and acquired <b>Accounts training</b> conducted by State Government in respect of promotion to the posts of Head Clerk-cum-Accountant/ Accountant.</p> <p><b>Transfer on deputation</b> from holder of analogous post of other department having passed the Accounts Training.</p> <p><b>Note:-</b> Departmental candidates having completed 15(fifteen) years of services or more in the grade of UDC etc. as well as have attained the age of 55(fifty-five) years may be exempted from the passing out the proposed Accounts training.</p>  |
| 12. | If a DPC exists, what is its composition  | :- | Group-C Departmental Promotion Committee (DPC)   |
| 13. | Circumstances in which TPSC is to be consulted while making recruitment.  | :- | Not applicable   |
| 14. | Repeal  | :- | Existing Recruitment Rules vide No.F.2(20)-CEO/03/6837-60 dated 27 <sup>th</sup> June,2003. Similar RRs common to all Departments for the post of LDC/UDC/HC Grade vide No.F.20(3)-GA(P&T)/96 dated 28 <sup>th</sup> September,2000, G.O. No.5 and all earlier subsequent amendments in the regard are hereby repealed.  |

By order and in the name of the Governor

  
 (Kiran Gite)  
 Secretary & Chief Electoral Officer,  
 Government of Tripura

**THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-**

| Subjects  | Syllabus  | Full Marks | Time            |
|---|---|------------|-----------------|
| Paper-1<br>English                                      | Report writing on Essay, Translation into English from Bengali, Summary/Precis Writing<br>(Descriptive Type/ Conventional Exam )  | 40         | 2(two)<br>hours |
|   | Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms.<br>(OMR base MCQ Type)  | 30         |                 |
| Paper –II<br>General<br>Knowledge &<br>Current Affairs. | (i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.<br>(ii) Elementary knowledge of Indian History, Indian Geography and constitution of India.<br>(OMR base MCQ Type) | 60         | 2(two)<br>hours |
| Paper-III<br>Job Oriented                               | Descriptive and objective questions<br>Manuel of Office Procedure , TCS Conduct Rules, Pension & Leave Rules , GPF Rules , Basic Feature of Constitution of India.( Assembly & Parliament   | 40         | 2(two)<br>hours |
| Interview   | Personal qualities of the candidates e.g. Intellectual ability , Interest in current affairs etc.   | 30         |                 |

- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination restrict the number of candidate to be called Interview. Number of candidate (category wise) qualified in the Written Examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

| Number of candidates(s) to be selected | Number of candidates to be called for interview<br>(Category wise) |
|--|--|
| 01(one)                                | 05(five) candidates.(1:5)  |
| 02(two)                                | 08(eight) candidates. (1:4)  |
| 03 (three) and above                   | 3(three) times the number of vacancies.(1:3)                       |

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview

- (b) Final Merit list will be prepared by adding the marks obtained in the written examination and Interview. In no case a candidate will be called for interview unless he/she appears of the Written Exam. If a candidate remains absent in Interview or / and type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

By order and in the name of the Governor

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